Secretariat

2 December 1998

Information circular*

To: Members of the Staff

From: The Under-Secretary-General for Management

Subject: **Official holidays and closure of Headquarters buildings to the public at Christmas and New Year's Day**

1. In accordance with staff rule 101.3 (a), and as contained in information circular ST/IC/1998/31 of 2 April 1998, the official holiday for Christmas Day 1998 will be Friday, 25 December. For New Year's Day, it will be Friday, 1 January 1999. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 21 and 31 December 1998.

2. The United Nations Headquarters buildings will be closed to the public on 25 December 1998 and 1 January 1999. Furthermore, guided tours will be operated on an abbreviated schedule, from 9.30 a.m. until 3 p.m., on 24 and 31 December 1998. In addition, guided tours will be suspended on weekends in January and February 1999.

3. As in previous years, staff members wishing to hold parties for Christmas in the facilities on the fourth floor administered by the caterers may do so subject to advance approval by the Office of the Assistant Secretary-General for Central Support Services. Parties will be authorized for 21, 22 and 23 December and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted only once the meetings have adjourned. Small departments or offices may wish to hold joint parties to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Office of the Assistant Secretary-General for Central Support Services, room S-2127A, not later than 11 December 1998, indicating:

(a) Department, office or organization holding the party;

(b) Date and hours of the party;

(c) Proposed location of the party;

* Expiration date of the present information circular: 1 March 1999.

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(d) Approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) Name of the senior official designated to assume full responsibility for the party, including all costs;

(f) Type of party and facilities required.

5. Once approval has been granted by the Assistant Secretary-General for Central Support Services, if services of movers, electricians, etc., are required, they will be provided, subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

	$ per hour
Movers	35
Electricians	93

6. Requests for these services should be made to the Special Services Section, at extension 3–2214. Requests for catering services for parties should be made in writing to the Banquet Director, Restaurants Associated, room S-414, extension 3–7098 or 3–7099, with a copy to the Chief, Commercial Activities Service, room DC-2–0620.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

United Nations ST/IC/1998/83

Secretariat

7 December 1998

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle****

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and Territories for travel by private motor vehicle, effective 1 November 1998, as set out in the annex to the present circular.

2. The present circular supersedes information circular ST/IC/1998/54 of 6 August 1998.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7111.

98-38607 (E) 101298

Annex

Rates of reimbursement for travel by private motor vehicle

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Anguilla
Bahamas*
Bangladesh*
Belize*
Benin*
Bermuda*
Bolivia*
Brunei Darussalam*
Burkina Faso*
Cambodia*
Canada
Congo*
Cook Islands*
Costa Rica*
Cyprus*
Democratic Republic of the Congo*
Dominican Republic*
Ethiopia*
Fiji*
Guatemala*
Guyana*
Kyrgyzstan*
Latvia*
Liberia*
Madagascar*
Maldives*
Mexico*
Namibia*
Nauru*
Netherlands Antilles*
Oman*
Pakistan*
Philippines*
Poland*
Republic of Moldova*
Samoa*
Suriname*
Syrian Arab Republic*
Tajikistan*
Togo*
Tonga*
Trinidad and Tobago*
United Arab Emirates*
United States of America
Viet Nam*

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Australia
Barbados
Bhutan
Brazil
British Virgin Islands
Cape Verde*
Cayman Islands
Chile
Comoros
Djibouti
El Salvador
Guinea
Haiti
Honduras
India
Kenya
Kiribati
Kuwait
Lao People's Democratic Republic*
Macau
Mauritius
Mongolia
Montserrat
Morocco
Mozambique*
Panama
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sierra Leone
Sri Lanka
Turkey
United Republic of Tanzania
Vanuatu
Zambia*

Europe: All countries in Europe except those listed in groups II, IV or V.

* Indicates a change in the grouping.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Cameroon
Central African Republic
Chad
Côte d'Ivoire*
Croatia
Czech Republic*
Democratic People's Republic of Korea
Dominica
Gambia
Grenada
Malta
New Caledonia*
Nicaragua*
Niger*
Niue*
Peru*
Senegal
Seychelles
Singapore*
Slovenia
South Africa
The West Bank and the Gaza Strip
Tunisia*

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Angola*
Argentina
Austria
Belarus
Belgium
Cuba
Denmark
Equatorial Guinea*
Finland
France
Germany
Greece
Hong Kong, China
Iceland
Ireland
Italy
Jamaica
Japan
Mali*
Mauritania
Netherlands
Norway
Portugal
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
Uruguay

* Indicates a change in the grouping.

Secretariat

9 December 1998

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations children****

1. The After-School Recreation and Study Programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 28 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The spring 1999 semester will run from Monday to Friday, beginning Monday, 1 February 1999, from 3.15 p.m. to 5.45 p.m. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 27 January 1999 to room DC2–839.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any

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* Expiration date of the present information circular: 30 June 1999.

** *Personnel Manual* index No. 13000.

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length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3.8730.

7. *Note new premises*: Dag Hammarskjöld Library, lower level, room SA-B-52.

Application for the after-school recreation and study programme for United Nations children

Spring semester 1999

Renewal ☐

New application ☐

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

Certification

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. **There will be a late fee of $50.**

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest by 5.45 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

United Nations ST/IC/1998/85

Secretariat

18 December 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in November 1998.

* Expiration date of the present information circular: 31 December 1998.

98-39991 (E) 211298

Annex

Placement and promotion
1 to 30 November 1998

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Gafke, Jurgen	M	DM/IMIS	DM/IMIS	P-3	97-D-DOM-158-NY
Goossens, Ronald	M	UNON	UNON	P-3	98-A-UNN-331-NA
Jares, Vladimir	M	OLA	OLA	P-3	98-L-OLA-346-NY
Marchisio, Patricia	F	DPI	DPKO	P-3	98-K-DPK-941-NY
Morales-Fernandez, Maria Mercedes	F	OHCHR	OHCHR	P-3	97-L-CHR-526-GE
Nicosia, Paolo	M	DPKO	DPKO	P-3	98-K-DPK-927-NY
Ocampo, Danilo	M	DM/OCSS	DM/OCSS	P-3	98-D-CSS-204-NY
Ray, Suranjan	M	DM/OCSS	DM/OCSS	P-3	98-D-CSS-269-NY
Traeger, Rolf	M	UNCTAD	ECE	P-3	98-E-ECE-522-GE
Zanotti, Laura	F	DPKO	DPKO	P-3	98-K-DPK-936-NY
Daeye, Therese	F	UNOG	DGAACS	P-4	98-T-DGA-276-NY
Lecomte, Lucie	F	DGAACS	DGAACS	P-4	98-T-DGA-329-NY
Morris, Virginia	F	OLA	OLA	P-4	98-L-OLA-257-NY
Moy, Raymond	M	DM/OHRM	DM/OHRM	P-4	98-A-HRM-234-NY
Naoual, Ammar	M	UNOG	UNOG	P-4	97-T-UNG-585-GE
Restrepo, Adriana	F	DGAACS	DGAACS	P-4	98-T-DGA-358-NY
Rudnitsky, Vladimir V.	M	OLA	OLA	P-4	98-L-OLA-272-NY
Sahami-Malmberg, Masoumeh	F	UNCTAD	UNCTAD	P-4	98-E-TAD-712-GE
Sato, Masaki	M	DPKO	DPKO	P-4	*
Svasti-Salee, Brenda	F	DGAACS	DGAACS	P-4	98-R-DGA-330-NY
Znamensky, Boris	M	UNOV	UNOV	P-4	98-A-UNV-605-VI
Bizri, Omar	M	ESCWA	ESCWA	P-5	97-E-ECW-147-BE
Chantranuwatana, Udorn	M	UNOG	UNOG	P-5	98-F-UNG-175-GE
Coogan, Irene	F	DGAACS	DGAACS	P-5	98-T-DGA-296-NY
Maponga, Pamela	F	DPA	DDA	P-5	98-P-DDA-152-NY
McCaul, Louis	M	UNCTAD	UNOG	P-5	98-D-UNG-151-GE
Trivino, Maria Jose	F	DGAACS	DGAACS	P-5	98-T-DGA-296-NY
Uno, Kimiko	F	DESA	ESCWA	P-5	97-E-ECW-123-BE
Vicien-Milburn, Rosa Maria	F	OLA	OLA	D-1	97-L-OLA-126-NY
Crosa, Adolfo	M	DGAACS	DGAACS	D-2	98-T-DGA-186-NY
Khan, Sarbuland	M	DESA	DESA	D-2	98-A-ESA-173-NY
Placement					
Holupka, Mary Jane	F	ECLAC	DESA	P-2	98-M-ESA-300-NY
Sjoberg, Rolf	M	DPKO	DPKO	P-3	98-K-DPK-102-NY

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Meltzer, Erica	F	UNOG	UNCTAD	P-3	97-T-TAD-532-GE
Salmon, Jean	F	ECE	JIU	P-3	98-X-JIU-513-GE
Vanian, Nigoghos	M	DPKO	UNOG	P-3	98-A-UNG-543-GE

* The vacancy announcement was waived in accordance to the provisions of administrative instruction ST/AI/413.

United Nations ST/IC/1998/86

Secretariat

18 December 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of this information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in November 1998.

* Expiration date of the present information circular: 31 December 1998.

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Annex

Placement and promotion
1 to 30 November 1998

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Nelson, Emmett**	M	DM/OCSS	DM/OCSS	S-7	97-G-OCS-068-S7
Acevedo, Lorenzo	M	DPKO	DPKO	G-5	•
Ahmed, Rosa	F	DESA	DESA	G-5	•
Alayan, Patrizia	F	DPKO	DPKO	G-5	98-G-DPK-067-G5
Ani, Gerarda	F	DPKO	DPKO	G-5	97-G-DPK-069-G5
Anthony, Mark	M	DM/OCSS	DM/OCSS	G-5	97-G-OCS-045-G5
Bernardo, Ben	M	DPKO	DPKO	G-5	•
Casseus, Marie C.	F	DESA	DESA	G-5	•
Dias, Nora	F	DM/OCSS	DM/OCSS	G-5	97-G-OCS-121-G5
Doung, Jaswant	M	DPKO	DPKO	G-5	98-G-DPK-072-G5
Frederick, Anderson	M	DM/OCSS	DM/OCSS	G-5	97-G-OCS-048-G5
Ganz, Eric	M	DM/OCSS	DM/OCSS	G-5	98-G-OCS-014-G5
Gedeon, Mona	F	DPKO	DPKO	G-5	98-G-DPK-062-G5
Goedeck, Diane	F	DESA	DESA	G-5	•
Golosova, Irina	F	DGAACS	DGAACS	G-5	98-G-DGA-019-G5
Homer, Charles	M	DPKO	DPKO	G-5	98-G-DPK-055-G5
Maree, Bernadette	F	DPKO	DPKO	G-5	98-G-DPK-072-G5
Missoh, Abra	F	OLA	OLA	G-5	98-G-OLA-064-G5
Nemali, Gayatri	F	DPKO	DPKO	G-5	•
Ngo, Romeo	M	DM/OCSS	DM/OCSS	G-5	98-G-OCS-054-G5
O'Connor, Louise	F	DPI	OCHA	G-5	98-G-OHA-086-G5
Sciancalepore, Arlene	F	DM/OCSS	DM/OCSS	G-5	98-G-OCS-056-G5
Singh, Jagjeet	M	DM/OCSS	DM/OCSS	G-5	98-G-OCS-050-G5
Sinon, Angela	F	DM/OCSS	DM/OCSS	G-5	97-G-OCS-121-G5
Sokolova, Larisa	F	DGAACS	DGAACS	G-5	98-G-DGA-019-G5
Tan Yee Seng, Wilson	M	DPKO	DPKO	G-5	98-G-DPK-061-G5
Tu-Maung, Bo	M	DPKO	DPKO	G-5	98-G-DPK-072-G5
Yap, Jerome	M	DPKO	DPKO	G-5	•
Caballero, Rebecca	F	DPKO	DPKO	G-6	97-G-DPK-098-G6
Gayle, Stanley	M	DM/OCSS	DM/OCSS	G-6	98-G-OCS-035-G6
Liu, Lily	F	DPKO	DPKO	G-6	97-G-DPK-102-G6
Monteiro, Valerian	M	DESA	DESA	G-6	•

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Del Rosario, Ramon**	M	DGAACS	DGAACS	G-7	*
Dizon, Carmencita	F	DGAACS	DGAACS	G-7	98-G-DGA-047-G7
Hassan-Bodo, Michele**	F	DGAACS	DGAACS	G-7	98-G-DGA-029-G7
Obregon-Oliva, Gustavo***	M	DGAACS	DGAACS	G-7	*
Placement					
Boyle, Paula	F	DPKO	DPKO	G-6	98-G-DPK-071-G6

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

** The Secretary-General approved the placement of the staff member against the post at his/her current level. The promotion of the staff member against the post will be implemented when the staff member has reached the established seniority in grade for regular promotion to the higher level.

*** The Secretary-General has approved the promotion of the staff member to the G-6 level against a post at the G-7 level.